

# Village of Cambridge PUBLIC WORKS COMMITTEE AGENDA Thursday, June 24, 2021, 5:00 p.m.

AS ALL DANE CONTY COVID MANDATES HAVE BEEN LIFTED, THIS IS AN IN-PERSON MEETING: MASKS ARE NOT REQUIRED; HOWEVER, IT IS RECOMMENDED THAT UNVACCINATED PEOPLE CONTINUE TO WEAR MASKS TO PREVENT THE SPREAD OF COVID-19. THE MEETING ROOM WILL BE SET UP FOR SOCIAL DISTANCING. THANK YOU!

# Agenda

- 1. Call to order/Roll Call
- 2. Proof of Posting
- 3. Approval of Minutes
  - a. Approval of Public Works Committee Minutes: October 21, 2020
- 4. Update from Director of Public Works
- 5. Public Appearances/Citizen Input
- 6. Unfinished Business: None
- 7. New Business: Discussion and Possible Action Regarding:
  - Tree Update
  - b. Review of Village Ordinances relating to Trees
  - c. Streets
    - i. Priority for repaying
    - ii. Crack fill
  - d. Equipment Updates
    - i. Current Equipment/Repairs
    - New Equipment Wanted/Needed
  - e. Mainstreet Fountain Area Memorial Blocks
- 8. Update/Other Items for Future Consideration
- 9. Adjournment

Persons needing special accommodations should call 423-3712 at least 24 hours prior to the meeting.

A quorum of the Village Board will attend this meeting for the purpose of gathering information relevant to their responsibilities as Village Trustees.

Recommendation by the joint committee will be made to be acted upon by the Village Board at a regular meeting.

More specific information about agenda items may be obtained by calling 423-371

Lisa Moen, Village Clerk/Treasurer/Administrator

# Village of Cambridge PUBLIC WORKS COMMITTEE MINUTES Wednesday, October 21, 2020, 2:15 p.m.,

Dial-in number (US): (701) 802-5156 Access code: 6866292# Online meeting ID: bgoeckner Join the online meeting: https://join.freeconferencecall.com/bgoeckner

- Call to order/Roll Call: Trustee Kumbier called the meeting to order at 2:15 p.m. Members
  present: Trustees Galler, Kumbier, and Rose. Others present: Administrator/Clerk/Treasurer,
  Moen; Deputy Clerk/Treasurer/Administrator Goeckner; Jeff Wright, Public Works
  Superintendent; Trustee Wittwer; President McNally.
- 2. Proof of Posting: The Agenda was posted in the upper and lower levels of the Amundson Community Center, Cambridge Post Office, Hometown Bank, and the Village Website.
- 3. Approval of Minutes
  - a. Approval of Public Works Committee Minutes: August 20, 2020:

Trustee Rose made a motion to approve the minutes of August 20, 2020, seconded by Trustee Kumbier, carried.

- 4. Public Appearances/Citizen Input: None
- Unfinished Business: None
- 6. New Business: Discussion and Possible Action Regarding:
  - a. Tree Update: Jay Weiss not available at this time so will postpone to later in the agenda.
  - **b.** 2021 Budget

DPW Director Wright presented information on his proposed 2021 budget for Public Works and Parks departments for operating items.

#### **Public Works**

- Tree & Brush same at \$11,500
- DNR Ash Borer same at \$1,500
- Shop Supplies same at \$1,500
- Equipment repairs Total of \$15,000 but will create new account for 'Vehicle Repairs'.
   Had significant repair costs this year for oldest plow truck \$6,000 for new transmission.
   Will split \$15,000 as \$7,500 in Equipment Repairs and \$7,500 in Vehicle Repairs to track
   costs of repairing older vehicles. Further discussion of replacement of vehicles to be
   discussed more under capital items.
- Works Fuel same at \$8,000
- Street Signs same at \$750
- Misc. \$1,550 up by \$8
- Road Salt same at \$13,500
- Seal Coat/Patch same at \$15,000. Roll over left-over funds of \$6,000 from 2020 into 2021 and add to new \$15,000 for 2021 projects. Important to keep funding this to help streets last longer if not replacing.
- Street Paint same at \$800
- Bobcat Program same at \$3,000
- Street Outlay \$0 unless borrowing for projects will discuss under capital
- Equipment Outlay \$2,825 for zero turn mower program (same cost as 2020)

- Street Lights same at \$21,000
- Sidewalk Replacement plan same at \$1,500. Had gone around Village with Town and Country in summer but since switching firms will go with MSA also to see what their recommendations are. Village does have some sidewalk issues that are theirs and need to be addressed.

#### **Parks**

- Utilities \$3,150 up \$125
- No Mow Area Maint. \$1,000 up \$200
- Fountain Maintenance \$700 down \$650 no pump needed in 2021
- Main Street Flowers same at \$2,100
- Fishponds Lagoon Rd same at \$700 cost is \$1,400 and split with Lions Club
- Park/Playground Supplies same at \$1,000 different costs since closed some during COVID.
- Picnic Table/Bench Replacement same at \$100
- Holiday Decorations same at \$500

Trustee Rose made a motion to approve the operating budget for 2021 and recommend approval to Audit and Finance. Seconded by Trustee Galler, carried.

## c. Capital Expenses

## i. Streets:

Worked some on a 5-year plan for streets while preparing to apply for LRIP Grant funds. Two streets discussed are Jarlsberg Lane and Townsend Street which are least costly, for pulverize and resurface. Town & Country recommended doing water mains at the same time as redoing Townsend. Cost for street is \$41,448 and water mains would cost \$81,504 for a total of \$122,952. Would also do curb and gutter, which is assessed to property owners.

Jarlsberg Lane would be Madison to Cul-de-sac for a cost of \$36,124. Curb and gutter were in good shape when reviewed in 2019. Might be an extra cost when re-reviewed. Other streets are listed for 2023 and 2024 to complete some each year. Trustee Kumbier asked that DPW Director start getting prices on other street projects. Discussion of LRIP funds and application process. Need to get additional information on projects and costs and how to pay for them. Discussion of borrowing for capital expenses of both streets and equipment.

# ii. Equipment:

Information on equipment provided. Plow truck is biggest item. Other equipment will be later down the road. Discussion of plow truck repairs and brand preferred and reasoning. Will provide quotes for chassis and equipment as soon as they arrive.

## a. Tree Update:

Jay Weiss still not on meeting call. DPW Director Wright stated he and Administrator Moen had discussed this item. Appreciate everything Jay has done in the past and up to now. Has a passion for the work he does. All has gone fairly well. Was a 10-year project plan and last year was 10<sup>th</sup> year. Puts a lot of strain on DPW to get all planted each spring and including maintenance later, as well as dealing with residents who believe they own and control the tree. Bad experiences with those when working to prune them. Many trees growing limbs where they should not have been. Slowly making progress on trimming, takes a lot of time and have had problems in the past. Now reaping benefits of all that have been planted but need to consider putting brakes on the project since at 10-year completion. Have sent out over 100 letters and planted about 55 trees (this year) – now need to concentrate on trees that are already there. Would still replace trees that are removed but may not do so immediately

after removal. Many terrace trees that have died and can be replaced but do them as they have time, since so many other things to take care of. Put a hiatus on planting and sending out letters for 2-3 years. If resident moves in and wishes to plant a tree in the right of way, then can consider that to be sure there is room and done according to requirements of distance from driveway and utilities. This has been problematic in the past and now have been paying more attention to this in past year or two. Trustee Kumbier stated a meeting should be held in January and have Jay Weiss present to discuss. Director Wright suggested concentrating on maintaining trees we have and replacing those that are necessary as long as they are within Village ordinance requirements. Administrator Moen stated if looking at this in depth should also review ordinances for trees and forester. Appreciate all the work Jay Weiss has done with planting 1,000 trees in the right of way and in parks. However, there are often times of confusion with who is in charge and the demand on staff's time. Trustee Galler requested to take all the ordinances and opinions and have the meeting in January when everyone involved can be at that meeting.

# 7. Update/Other Items for Future Consideration

## a. Update from Superintendent:

Trustee Kumbier – Put the Tree Update item on the January meeting agenda. Trustee Kumbier asked Director Wright to have numbers for street upgrades and equipment for January meeting for consideration of borrowing etc.

### 8. Adjournment:

Trustee Galler made a motion to adjourn, seconded by Trustee Rose, carried. Meeting was adjourned at 3:38 p.m.

Barbara K. D. Goeckner Deputy Clerk/Treasurer/Administrator



**SUBJECT:** Ordinance Changes

FROM: Lisa Moen

MEETING DATE: June 24, 2021

**BACKGROUND/ANALYSIS:** We have had some discussions with Jay Weiss, the Village Forester, regarding Village Tree Ordinances and some possible changes to them.

Myself, Jeff Wright and the police are currently reviewing his recommendations and will providing our comments/recommendations prior to the meeting.

ATTACHMENTS: Proposed ordinance changes provided by Jay Weiss, Village Forester.

Chapter 12.52 - TREES AND SHRUBS

Sections:

12.52.030 - Definitions.

Whenever the following words or terms are used in this chapter, they shall be construed to have the following meanings:

"Boulevard or terrace area" means the land located in the right-of-way between the normal location of the street curbing and sidewalk. Where there is no sidewalk, the area located in the right-of-way is meant to be a boulevard for the purpose of this chapter. "Boulevard" shall have the same meaning as "terrace." Where there are only sidewalks, the area located within the right-of-way from the curb is the boulevard area under this chapter.

"Clear-vision triangle" means a triangle shaped zoned formed by the existing or proposed curb lines of two or more intersecting streets, roads, or alleys and a third line connecting the curb lines at a distance of thirty (30) feet in each direction from the point of curb line intersection, in order to provide vehicular traffic an unobstructed view of cross traffic at intersections.

Remove: not used by any of the 15 municipalities surveyed

"Evergreen tree" means any woody plant normally having one stem or trunk and bearing foliage in the form of needles and crowns which extend from ground level throughout its entire height.

"Forester" means the person or village employee designated by the village board as authorized to carry out provisions of this chapter.

"Major alteration" means trimming a tree beyond necessary trimming to comply with this chapter.

"Person" means person, firm, association or corporation.

"Public areas" means and includes all public parks and other lands owned, controlled or leased by the village except the terrace areas.

"Public trees and shrubs" means all trees and shrubs located or to be planted in or upon public areas.

"Shrubs" means any woody vegetation or a woody plant having multiple stems and bearing foliage from the ground up.

"Street tree" means any public tree presently or hereafter located in the public right-of-way between the curb and public sidewalk, or between the curbs of a median strip, or in the equivalent right-of-way location with respect to future curb, sidewalk or median strips where such curbs or sidewalk are not yet installed.

"Topping," also known as heading, hatracking, dehorning or rounding over, means the cutting of large diameter branches at a point between lateral shoots thereby leaving stubs, and resulting in substantial size reduction and destruction of the natural form and shape of a mature tree.

"Tree" means any woody plant, normally having one stem or trunk bearing its foliage or crown well above ground level.

"Tree protection zone" means a zone of protected space surrounding any public tree extending from the topmost branch or leader downward to a distance of thirty-six (36) inches below the surrounding ground surface level. The "protected root zone" is the zone from the center of the tree and running along the ground in all directions equal to 1.5 times the height of the tree. The radial dimension from the center of the tree to the outermost horizontal limit of the zone is determined by the diameter of the tree as measured at four and one-half feet above ground surface level, and is further defined in the Forestry Specifications for Construction on Public Lands as adopted in this chapter.

"Village" means the village of Cambridge, Wisconsin.

(Ord. 2004-02 § 4 (part); prior code § 6-4-2)

12.52.040 - Authority of village forester to enter private premises.

A.The village board may designate a municipal employee or citizen to perform the duties of forester under Chapter 27, Wis. Stats., and may authorize such forester to perform the duties and exercise the powers imposed on the village board by this chapter. The village forester shall annually be appointed by the village president, subject to board confirmation, at the board's organizational meetings.

B.The village forester or his or her authorized representative may enter upon private premises at all reasonable times for the purpose of examining any tree or shrub located upon or over such premises and carrying out any of the provisions of this chapter.

C.Authority to Remove Public Trees and Shrubs. The village forester shall have the authority to plant, remove, maintain, and protect all public trees and shrubs or cause such work to be done as may be necessary to preserve the beauty of public areas, and to protect life and property

.D.Qualifications. The village forester will pass the International Society of Arboriculture's Certified Arborist examination within one year of being designated village forester.

Remove arborist certification requirement given volunteer nature of position

(Ord. 2004-02 § 4 (part); prior code § 6-4-3)

12.52.050 - Interference with village forester prohibited.

No person shall interfere with the village forester or his or her authorized representative while they are engaged in carrying out any work or activities authorized by this chapter.

(Prior code § 6-4-4)

12.52.080 - Planting of trees and shrubs.

A.Purpose. The village board states its determination that the planting, care and protection of the trees within the village is desirable for the purposes of beauty, shade, comfort, noise abatement and economic betterment, and encourages all persons to assist in a program of tree planting, care and protection.

B.Tree Planting Program. The village forester shall recommend to the village board a program for tree planting, care and protection for public parks. The board shall also encourage the planting, care and protection of trees and shrubs on private premises within the village.

C.Cottonwood and Box Elder Trees Prohibited. No person shall plant within the village any female tree of the species Populus Deltoides, commonly called the "cottonwood," or any tree commonly called the seed-bearing box elder Acer Negundo, which may now or hereafter become infested with box elder bugs, and such trees are declared a nuisance. Any person planting any such trees on his or her premises shall cause the same to be removed. If any owner shall fail to remove any such tree within thirty (30) days after receiving written notice from the village forester, the village shall cause the removal of such tree and report the full cost thereof to the village administrator/clerk/treasurer who shall place such charge upon the next tax roll as a special charge against the premises.

D.Planting of Certain Trees Restricted. No person shall hereafter plant any black locust, Chinese elm, white poplar, weeping willow, evergreen, Lombardy poplar or any fruit or nut tree REMOVE: (redundant: see restricted tree list on 12.52.080)

REMOVE restriction of fruit of nut trees: not prohibited by any of 15 other municipalities surveyed. E. in or upon any public street, parkway, terrace or other public place within the village unless he or she shall first secure

written permission from the village forester, who shall not approve any such planting if, in his or her opinion, the tree will constitute a nuisance to the public or adjoining property owners or interfere with the safety of the public or the operation of any sewer or water system. The village forester shall cause the removal of any tree planted in violation of this subsection.

#### E.Planting.

1.

- a.All new street trees must be selected from a list of approved trees compiled by the village forester. No other species may be planted without the written approval of the village forester. New trees must be single stemmed with a minimum diameter of one and one-fourth inches measured at six inches above ground level.
- b. The tree shall be planted in a well-prepared hole at the same depth as it was originally growing. All trees less than twelve (12) feet high shall be staked. All trees twelve (12) feet or more in height shall be supported by guy wires in such a way as not to injure the bark. Support shall be removed after one year from date of planting.
- c.The tree shall be kept well watered and mulched or cultivated in a two-foot diameter around its base to conserve moisture and as a protection from lawn mower damage.
- d. The good health of all trees planted hereunder shall be guaranteed for one year by the applicant, after which time such trees shall become the property of the village.
- e.All boulevard trees and trees in public areas shall be planted according to the tree planting standards developed by the village forester. All trees shall meet standards set by the American Nursery Association.
- 2. Where required, curbs and sidewalks must be installed prior to street tree planting. Distance between the face of the curb and the outer edge of the sidewalk must be at least five feet for large trees and three feet for small trees. Trees must be planted half way between the sidewalk and curb unless underground utilities prevent such planting. No tree shall be planted closer than two feet from the curb.
- 3. Trees may not be planted in the terrace closer than:
  - a.Twenty (20) feet to a utility or street lighting pole (large tree) (10) feet to a utility or street lighting pole (small tree)
  - b.Fifteen (15) (5) feet to a driveway or alley; (Note: this is what Verona and Sun Prairie use)
  - c.Six feet to a fire hydrant, water stop box or gas shut-off. If possible, allow more distance than six feet;
  - d.Forty (40) (10) feet to the intersection of two streets from either corner measured on the property line;
  - e.Twenty-five (25) feet to another tree. (If the other tree is an elm or other species which is damaged, injured or diseased and likely to be removed in the future, then a thirty-five (35) foot distance to the next nearest healthy tree will prevail.) fifteen (15) feet another tree (small)
- 4. New street trees shall not be planted over an existing tree stump within two years of removal unless the stump is removed to a depth of four feet.
- 5. The property owner has the responsibility to locate underground utilities before digging.
- 6. Evergreen trees shall not be planted in a terrace area.

F.Unlawfully Planted Trees. Trees, plants or shrubs planted within any terrace or planting easement without the authorization and approval of the forester may be removed. The forester shall notify the abutting owner in writing, listing the unlawfully planted trees, plants or shrubs, ordering their removal, and establishing a reasonable time within which such removal shall be accomplished. In the event that removal is not to be accomplished within the time specified, the village may remove such trees, plants or shrubs and assess the costs thereof to the owner.

G.Frames. Any person, adjacent to whose land any shade or ornamental tree or shrub is growing in any street, may, for the propose of protecting such tree or shrub, surround the same with a suitable box or frame for protection, but all such work shall be performed under the supervision and direction of the village forester.

H.Permit Required. No person shall plant or remove or do major alterations as determined by the forester on a tree or shrub in the public right-of-way terrace area or cause such act to be done by others without first obtaining a written permit for such work from the village forester as herein provided.

- 1.Permit Exemptions. No permit shall be required to cultivate, fertilize, water trees or shrubs or for work by village personnel on public areas. No permit is necessary to plant trees inside the property line on private property.
- 2.Permit Requirements and Conditions. The village forester may refuse a tree planting permit on a terrace area if the tree type or location will interfere with the safety, health and welfare of the public, location utilities, public sidewalk, driveways and street lights, general character of the area in which the tree or shrub is located or proposed to be located, type of soil, characteristics and physiological need of the genus, species and variety of tree or shrub.
- 3.Permit Form—Expiration—Inspection. Every permit shall be issued by the village forester on a standard form and shall include a description of the work to be done and shall specify the genus, species and variety, size, nursery grade and location of trees and shrubs to be planted. Any work under such permit must be performed in strict accordance with the terms thereof and the provision of this chapter. Trees prohibited from being planted on terrace areas shall include

#### PROHIBITED STREET TREE SPECIES:

Aspen

Box Elder

Cottonwood

Elm, Siberian

Maple, Amur

Maple, Silver

Mulberry, White

Pear, Callery

Poplar (all)

Princess Tree

Tree of Heaven

Willow (all)

#### PROHIBITED STREET TREE TYPES:

Evergreens

Multiple Stem Trees

but not be limited to silver maple, box elder, birch, willow, poplar, catalpa, horse chestnut or evergreens. Permits issued under this section shall expire six months after date of issuance. There will be no charge for this permit.

(Ord. 2004-02 § 4 (part): Ord. 2003-03 § 4 (part); Ord. 2-3-3 (part), 2002; prior code § 6-4-7)

10.48.010 - Violation of title—Penalty. Title 13 - PUBLIC SERVICES

#### 16.20.110 - Street lamps-Street trees.

A.Street Lighting. The subdivider shall install street lamps along all streets proposed to be dedicated of a design compatible with the neighborhood and type of development proposed. Such lamps shall be placed at each street intersection and at such interior block spacing as may be required by the village engineer. Such required improvements shall be dedicated to the village upon such terms and conditions as the village board may determine. All street lights shall be constructed to minimize or eliminate if possible, any upwards lights spillage and light spillage to adjacent properties. The street lighting shall be designed by a professional engineer and shall be so designed to illuminate the roadway to minimum state requirements and standards unless the plan commission requires additional lighting.

B.Street Trees. Street trees shall be planted throughout all residential land divisions. Such trees shall be planted in the parkways, equidistant between the sidewalks and curb or in street tree easements and no closer than five feet from any sanitary sewer service, water service or driveway apron. The trees shall be spaced not more than fifty (50) feet apart. At street corners, trees shall be located at least twenty (20) ten (10) feet from the intersection of right-of-way lines.



**SUBJECT:** Road Projects and equipment

FROM: Lisa Moen

MEETING DATE: June 24, 2021

**BACKGROUND/ANALYSIS:** Attached are memos that Jeff Wright did in August of 202 regarding road projects and equipment needs. He is working on updating these prior to the meeting Thursday. But we wanted to give you something to review prior to the meeting as a starting point. Thank you.

# Village of Cambridge

## 5-Year Improvement Plan

## 2020-2024

Streets	From	То	Scope of Work	Projected Year
Jarlsberg Lane	W Madison S	t Cul De Sac	Pulverize and Resurface	2020
Townsend St	Johnson St	East end Cul De Sac	Pulverize and Resurface	2020
Various Streets			Crack Filling/Sealcoating	2020-2024
High St	E Main St	Dowe St	Pulverize and Resurface	2023
Waverly Dr	Water St	Canturbury Ct	Pulverize and Resurface	2024

PROJECT NAME: CLIENT NAME: Village of Cambridge

2019 Street Improvement Estimated Costs

various streets REVISED 9/24/2019

DATE OF ESTIMATE:

C26 434		#16 12d	Cirl de sac	W. Madison Street	Jarlsberg Lane
\$122,952	\$81,504	\$41,448	east end Cul de sac	Johnson Street	Townsend Street
				LVERIZE AND REPAVE	REHABILITATION - FULVERIZE AND REPAVE
Cost	Main Cost	Cost	lto	from	Project
Estimated Total	Estimated Water	Estimated Street			

Rehabilitation costs assume 10% contingency, 8% design engineering estimate, and no inspection services. Rehabilitation includes 10% curb spot replacement and 15% hase repair

Vehicle	Miles/Hours as of 8/5/2020	Rotation Timeline	
2012 F450 Dump Truck	52000 miles	2022	
2017 New Holland Tractor	696 HRS	2027	
2020 John Deere Mower	70 HRS	2023	
2018 Bob-Cat Mower	214 HRS	2023	
2020 Bobcat S64 Skidloader	8 HRS	2021 Yearly trade out	
2012 John Deere Front mower	471 HRS	2022	
2013 International Plow Truck	6234 miles	2028	
2009 Chevy Plow Truck	11659 miles	2024	
2003 GMC Plow Truck	11681 miles	2018	
1994 ODB Leaf Vacuum	1508 HRS	2021/2022	
2004 Bandit wood Chipper	4350 HRS	2020/2021	

- 1. 2012 F450 Dump Truck- 53000 Miles. Rotate out in 2022 so the vehicle still has some value to it to help offset the price of the new one. Plus, this is our primary vehicle for DPW.
- 2003 GMC Plow Truck- 11700 Miles. Rotate out ASAP. The truck has low miles but is rusty
  underneath and just cost us a lot in repairs. Truck still has some value to it and if we wait longer
  it will lose that value. Granted it is our back up truck we still use it as a dump truck.
- 2009 Chevy Plow Truck- 11700 Miles. Rotate out in 2024. We try to rotate these out every 15
  years. They will still have some good resale value to them if we do so to help off set the cost of
  a new one.
- 4. 2013 International Plow Truck- 6234 Miles. Rotate out in 2028. Again, it will be 15 years old then and still have some value to it.

Equipment List 2020

Miles/HRS as of 10/12/20

Rotation Timeline and Explanation Why

- 2017 New Holland Tractor. 750 HRS. Rotate out in 2027. The machine will have quite a few HRS on it by then but should still have some value. I would like to get this on a roll out program like the Bobcat if possible.
- 2. 2020 John Deere Mower. 90HRS Rotate out in 2023 regardless due to this being a lease machine for a 3 year term.
- 2018 Bob-Cat Mower. 256HRS rotate out in 2022/2023. We use this mower a little more so it
  will have more HRS on it. Plus, the warranty will be up also so makes sense to get new to have
  the warranty.
- 2012 John Deere Front Mower and Brush 475HRS. Rotate out in 2024. We use this mainly for snow removal with the brush and cleaning up leaves in the streets in the fall. It is also a back up mower for us as well.
- 5. 2020 Bobcat S64 Skid Steer Loader. 21HRS Rotate this out in 2021 because this is on a yearly trade in program with the Bobcat dealership
- 6. 2004 Bandit Wood Chipper. 4350HRS. I think we should keep this for a while. It's a good thing to have in case of an emergency storm blows through.
- 7. 1994 ODB Leaf Vacuum. 1515HRS. Rotate out in 2021. This machine is a critical part of our fall leaf pick up. Its an older piece of equipment and sometimes lacks power. If we had one that has more power, it would make our job a little easier.
- 8. 1995 Kawasaki Mule UTV 1193HRS. Rotate this out in 2021. We use this on a regular basis. It's a handy vehicle for us to get around in. We use it in all kinds of weather and this does not have a cab enclosure on it. It would be nice to have one with a cab enclosure to keep us out of the elements.